

CHAPTER 2 - OPERATIONS

2.1 - AIRCRAFT SCHEDULING AND ASSIGNMENT

2.1.1 - MAINTENANCE RESPONSIBILITIES

The Maintenance Officer is responsible to submit the aircraft assignment list to Operations NLT 1630 of the previous work day. The assignment list will contain a primary and an alternate aircraft for each aircraft type assigned. Aircraft logbooks will be brought to Operations NLT 30 minutes prior to the show time of the AFTP. If the aircraft is scheduled for period 1, then the logbook will be brought to Operations by close of business the previous day.

2.1.2 - OPERATIONS RESPONSIBILITIES

Operations is responsible to provide Maintenance with the next week's flying schedule NLT close of business of the previous Friday. Operations personnel will not schedule more than one of each aircraft type per period per day. Any deviations from this must be coordinated with the Operations Officer and the Maintenance Officer. The weekly schedule will include missions as well as AFTPs.

2.1.3 - ISSUE OF UNIT AIRCRAFT

Supported units are normally issued their assigned equipment for unit missions. Units must submit their request for equipment loans to the Facility commander at least three workdays in advance of the requested issue date. For IDT and AT all flyable and non-flyable aircraft may be issued to the owning unit.

2.1.4 - TRAINING FLIGHTS

Individuals requesting a training flight must submit their requests on the Facility website or call Operations personnel who schedule aircraft, instructors and special equipment as required. Special considerations must be discussed at the time of scheduling. The person taking the request makes appropriate entries in the AAFOD and coordinates requirements between the Operations officer and Maintenance. Training flights will adhere to the following schedule:

PERIOD	SHOWTIME	TAKEOFF	DOWNTIME	SIGNOUT
1	0800	1000	1130	1200
2	1230	1430	1600	1630
3	1630	1800	1930	2030
4	1900	2030	2200	2300

2.1.5 - MISSION SCHEDULING.

Flight missions are scheduled through Operations.

2.1.6 - MISSION SUPPORT COORDINATION

Support requirements are coordinated through Operations for missions operating from the facility. This includes:

1. Special equipment (maps, radios, etc.)
2. Flight following in the local area
3. PPRs for Facility missions
4. Forwarding messages as appropriate

5. Detailed mission briefings
6. Facility Support Missions

2.1.6.1 - Crew members will -

1. Report for duty NLT sixty minutes prior to the scheduled departure time.
2. Assure star plates, headsets and other special equipment are properly displayed, set-up for VIP flights.
3. The PI and CE are stationed at the pre-flighted aircraft fifteen minutes prior to the scheduled departure time. The PC meets and briefs VIPs.

2.1.7 - USE OF ARNG AIRCRAFT

Authorized uses include the following:

- a. In direct support of the federal military mission.
- b. In direct support of the state military mission.
- c. By other federal agencies when authorized.
- d. In connection with approved public affairs transportation.
- e. When of an emergency nature involving potential loss of life or limb.

2.2 - FLIGHT OPERATIONS PERSONNEL DUTIES

2.2.1 - FLIGHT OPERATIONS SPECIALIST

- Assist Operations Duty Officer as directed.
- Sign out flight gear to aircrews.
- Responsible for maintaining Individual Flight Records Folders (IFRF) for all crewmembers assigned to the facility.
- Post Changes to the Aircrew Reading File.
- Maintain current FLIP in publications bags & in the flight planning room.
- Schedule annual flights physicals.
- Submit RAFTP certifications to the units for pay.
- Complete required reports for the State Aviation Office (SAO) and National Guard Bureau (NGB).
- Maintain appropriate historical flight records and flight plans.
- Ensure that the Operations office & flight planning room are clean or orderly.
- Maintain office supply stock.
- Perform other duties as necessary IAW FM 1-300.

2.3 - FLIGHT PLANNING

2.3.1 - RISK ASSESSMENTS:

All flights must have a risk assessment on file with their flight plan.

2.3.2 - EQUIPMENT ISSUE:

Once all appropriate paperwork and/or documented verifications have been completed, equipment may be issued and signed for by a crewmember.

2.3.3 - WEATHER INFORMATION

Military weather briefings using the DD Form 175-1 can be obtained by using Davis Mothan AFB. Weather may be contacted by using the direct line at the Airfield Operations or by dialing the weather number posted adjacent to the phone in the flight planning area. Other weather information may be obtained from the local FSS or Base Operations WX.

2.3.4 - NOTAM FILES

2.3.4.1 - Facility NOTAM File.

NOTAMs for all locations are available for review and can be printed from the flight planning computer located on the counter in Guard Operations. Each aviator must check the NOTAM file each time they file a flight plan.

2.3.4.2 - Base NOTAM File.

Los Alamitos Army Airfield Operations maintains an official NOTAM file which is updated at least hourly. Aviators filing DD 175s must check all NOTAMs for destinations and enroute while filing their flight plans in Base Operations.

Check FSS NOTAM files for destination airports as appropriate.

2.3.5 - READING FILE

The reading file provides crewmembers the information necessary to perform safe and professional flights and keep themselves administratively informed.

Crewmembers should read and initial the reading file prior to each flight.

Operations personnel maintain the currency, organization, and readability of the file.

2.3.6 - CREW ENDURANCE

See Annex III to Chapter 5.

2.4 - FLIGHT RULES

2.4.1 - AUTHORIZED WEAPONS

Crew or passengers when required by the mission and approved by the PC may carry weapons aboard flight. All weapons must be:

Military issue - No private firearms except law enforcement personnel.

Unloaded - Ammo must be contained in a separate container not connected to the weapon except law enforcement personnel.

Secured in a holster or any other carrying device - If they cannot be secured to the body, they may be attached to the floor of the aircraft as cargo, or carried with the muzzle down.

See Passenger and Troop Carrying Appendix this SOP.

2.4.2 - FLIGHT PLAN FILING AND EQUIPMENT ISSUE

Flight planning will be accomplished IAW AR/NGR 95-1 and DOD FLIP.

Flight planning information, performance data, and blank forms are available in the Flight Planning Room.

2.4.3 - PAPERWORK REQUIREMENTS:

2.4.3.1 - Flight plans:

The PC or PI must submit a flight plan for Briefing Officer approval. If errors are noted, they are brought to the attention of the PC for correction. Operations personnel will not correct flight plans.

Specific items to check are:

1. A check mark must be in the NOTAMs block.
2. The Weight and Balance block must state "SLI" and the DATE of the applicable form if the aircraft is carrying a standard load listed in the Weight and Balance binder. A 365-4 must be filled out and attached to the flight plan if it is not a standard load, and the Weight and Balance block must state "365-4 attached."
3. Ensure Rank and Honor Codes are entered if required.
4. The Signature of Approval Authority block must be signed by a designated briefing authority.
5. Ensure crew members and passengers are listed on the flight plan or manifest.

2.4.3.2 - Mission Briefing Forms (DA form 5484-R):

- Ensure the Briefing and Mission Brief-Back are complete. All numbered or lettered items are mandatory items to be completed.
- Specific items to check are
- Briefer and Date must be completed.
- Mission must be completed.
- All items in Execution paragraph must have entries checked or a "NA" if not applicable to the flight as appropriate.
- Paragraph 4 must contain the flights, refuel, and maintenance support locations.
- Ensure the form is signed by a designated and appropriate briefer IAW the mission's origin.
- The Brief-Back section requires complete entries for each item or "NA."
- The PC or AMC must sign the Brief Back section.
- Risk assessment should be completed at this time.

2.4.4 - PASSENGER PROCEDURES

Requests for flights on facility aircraft will be accommodated if the presence of (a) passenger(s) does not interfere with the mission or training. Flight orders are required whenever the passenger is in a non-pay status. Flight orders are not required when the following applies:

- a. Full-time technician (federal or state) during normal working hours or when accruing compensatory time.
- b. Any military member in IDT, AT, AFTP, ADSW, ADT, AGR, or AD status with official documentation verifying such status.
- c. Any individual whose status does not fall under the provisions of 32 USC 502(f)(2) (civilians, law enforcement personnel, etc.).
- d. Invitational Travel Orders (ITO) from OTAG for civilians.

2.4.5 - AIRCRAFT MISHAP PROCEDURES

- The Facility has a Pre-Accident Plan that is maintained in Operations and each of the Hangars. This plan details the responsibilities for personnel responding to an aviation related mishap.
- Aviators involved in mishaps see Annex II to Chapter V, Responsibilities of Aviators Involved in Accidents.

2.4.6 - FLIGHT PLANNING

1. Flights, except for VFR local, require a completed DD 175-1 (Flight Weather Briefing). Pilots may prepare their own DD 175-1 by using the telephone in the Flight Planning Room and calling the Air Force Weather Forecaster. (The number is posted near the phone)
2. Flight plans executed during AASF#1 operating hours must be checked and approved by the Facility Briefing Authority.
3. All flight plans must be filed with Base Operations by a crew member. VFR flight plans may be transmitted to base operations via fax. A copy of the flight plan must be left with the Facility.
4. Crew members not in an official pay status must have a flight order or be signed in on a no-pay AFTP prior to departure.
5. Each flight plan will have a completed DD form 365-4 (Weight and Balance Form) on file in Operations or attached.
6. PCs receive mission briefings from a Briefing Officer. PCs ensure each crew member receives an appropriate briefing. Briefings for flights not controlled by the Facility must be made by an authorized unit Briefing Officer.

2.4.7 - FILING FLIGHT PLANS

1. Local flight plans are filed with Base Operations by the PC of each aircraft, or by the AMC for multiple aircraft missions.
2. Operations personnel check flight plans for accuracy, clear the flight, and maintain the flight plan for filing.
3. DD Form 175 (local) is used for flights within the approved local area.
4. Local IFR flight plans must have a completed DD form 175-1.

2.4.7.1 - Cross Country Flight Plans

- DD form 175s are completed in duplicate: one copy for Operations, one for Base Operations. A copy may be made for the PC by Facility or Base Operations.
- The PC of each flight files the DD Form 175 with Base Operations.
- Flight Outside the Local Area and RON
- Facility controlled flights outside the local area and RON flights must be approved by the Facility Commander or the Operations Officer.
- PCs are responsible for the physical security of aircraft while away from home station and will accomplish the following:
- Carry all locking devices.
- RON at the following locations in order of preference:
 - National Guard Aviation Support Facilities
 - Military Bases and Civilian Airports having twenty-four hour security.

- In case of forced or precautionary landings at locations not listed in paragraph 2b above, leave one crewmember with the aircraft until security has been assumed by the Facility. Under no circumstances will anyone attempt to fly an aircraft following a forced precautionary landing until properly cleared by an appropriate maintenance authority.
- RON flights more than one night require a crew chief, or arrangements must be made at the RON site for a crew chief to perform a PMD. Pilots may not perform consecutive PMDs.

2.4.8 - ORIENTATION FLIGHTS:

Personnel flying on an orientation flight must provide a letter from their Commander authorizing them to do so. They must be in an appropriate military uniform and status during the flight. Their Commander must make a written or voco approval prior to the flight.

2.4.9 - MINIMUM CREW REQUIREMENTS

2.4.9.1 - UH-1/UH-60

PC and PI. Crew chiefs are required for flights with passengers on board unless the requirements is waived by the Facility Commander or the Operations Officer.

2.4.9.2 - OH-58

PC and PI for normal AFTPs. For missions that carry passengers or observes - PC.

2.4.10 - PILOT-IN-COMMAND

Technicians designated as clearance and briefing authorities for the Facility are authorized to select PCs for flights under AASF #1 control. Aviators selected as PC must be appointed as such on unit orders. Maintenance Test Pilots (MP/ME) designated on orders will act as PC for maintenance test flights.

2.4.11 - WIRE STRIKE AVOIDANCE PROGRAM

Aircraft are flown at five hundred feet AGL or above except for landings and take-offs or when conducting training in an approved tactical training area.
See Appendix A.

2.5 - EMERGENCY PROCEDURES

2.5.1 - PRECAUTIONARY/FORCED LANDINGS

- When a precautionary/forced landing is made (anytime the aircraft is forced to land short of its destination) the following procedures apply:
- Do not attempt to fly the aircraft.
- Contact Operations by radio or telephone using the telephone numbers in the logbook insert.
- After an inspection of the deficiency, the Maintenance Officer or an authorized representative may release the aircraft for a one-time flight to a more suitable area for maintenance if the condition permits.
- Upon return to the Facility, the crew will contact the ASO to complete an AAAR NLT twenty-four hours after the incident or the following duty day, whichever is first.
- An AAAR binder in Operations provides all the necessary reference material to complete the AAAR in a timely manner.

2.5.2 - INADVERTENT IMC PROCEDURES

There is no authorized VHIRP for the training areas listed, but training on this subject will continue.

2.5.2.1 - Purpose

This policy has been established in the interest of creating a training program dedicated to the preservation of life and equipment when faced with unforecast and unexpected weather conditions. All personnel operating under the control of the Facility should be briefed, trained, and examined at least annually regarding this procedure.

2.5.2.2 - Prevention

- If proper flight planning procedures are followed, an encounter with inadvertent IMC is unlikely. In an attempt to prevent such situations, all aircrew operating under the control of the Facility will adhere to the following procedures.
- VFR flight plans will not be approved for flight into marginal or IMC weather conditions except for emergency situations.
- Aviators will not be cleared for routine missions unless they possess an instrument rating and are current and qualified. An aviator undergoing RL progression training and flying with an IP/IE is the exception.
- Aircraft will not be issued for training in possible IFR weather unless they are equipped with instruments and radios required for flight into IMC.
- Each aircraft will have sufficient FLIP material on board for flight into IMC conditions for the entire route of flight.
- The mission briefing will include action to be taken in the event inadvertent IMC is encountered.
- Weather minimums in the tactical training areas will be IAW AR 95-1, Table 5-1.
- In the event IMC conditions are encountered, the procedures outlined in the DOD FLIP Flight Information Handbook, Section A, should be followed. The situation is an emergency and should be treated as such.

2.5.2.3 - Local Airports And Approaches Available.

- Los Alamitos Army Airfield: NDB A, VOR RWY 22L, PAR RWY 22L and a COPTER PAR RWY 22L.
- Long Beach Airport: VOR RWY 30, ILS RWY 30.
- John Wayne International Airport: ILS Runway 19R.
- El Toro MCAS: PAR RWY 34.
- March AFB: PAR RWY 32, ILS RWY 32.

2.5.3 - SIMULATED FORCED LANDING PROCEDURES (HELICOPTER)

The following procedures are established for IPs and flight following personnel to ensure quick response if an engine failure or incident occurs during a simulated forced landing.

2.5.3.1 - IP/SP/IE Responsibilities.

- Simulated forced landings are conducted only in areas having suitable touchdown areas should an engine failure occur during the maneuver.

- Prior to entering the maneuver a flight following agency must be notified of the time and location that the maneuver will occur. Los Alamitos Tower is normally the preferred agency, but another aircraft or a control tower in the vicinity is acceptable. Radio calls are as follows:
- “Los Alamitos Tower, Guard _____ is vicinity of _____ and will be power off in thirty seconds. Will call power and climb established.”
- Los Alamitos Tower responds, “Call power and climb established.”
- Once normal operating RPM and a positive rate of climb are established, the IP tells Los Alamitos Tower, “Guard _____ has power and climb.”
- If another Facility (tower, aircraft, etc.) is used for forced landing coverage, the IP will ensure the personnel providing flight following understand their roll and obligations.

2.5.4 - PREVENTING AND COUNTERING ATTEMPTS TO HIJACK MILITARY AIRCRAFT.

- a. All newly assigned aviators will be briefed on anti-hijacking procedures.
- b. Any suspicious activity prior to flight will be cause for investigation of security and possible cancellation of the flight.
- c. Any suspicious activity in flight will be handled in a prudent, safe manner by the pilot-in-command. The pilot will ensure that no actions will be taken to endanger the crew, passengers or aircraft.
- d. Squawk the appropriate transponder code (7500) and proceed according to the desires of the hijacker.
- e. For more information, see Flight Information Handbook (FIH), section A.

2.5.5 - FLIGHT INTO TURBULENCE

[IAW AR/NGR 95-1 para 5-2]

Flight may be planned and flown into areas of forecasted severe turbulence under the following conditions:

1. The flight is approved by the Facility Commander or other authority specifically designated to brief this type of mission.
2. The flight is for essential missions only.
3. Weather information is based on area forecasts.
4. Flight will be made to an area where severe turbulence is unlikely.
5. If severe turbulence is encountered, the flight must depart the area.
6. The PC submits PIREPs for the area in which severe turbulence was encountered.

2.6 - LOCAL PROCEDURES

See AFRC Reg 95-1.

2.6.1 - AIRCRAFT MAINTENANCE AND SERVICING PROCEDURES

All maintenance and servicing procedures are described in the Maintenance SOP. Fuel servicing is provided by the AFRC. Questions may be directed to Base Operations or Maintenance.

2.6.2 - AIRCRAFT PARKING PROCEDURES

Annex XI to Appendix R covers severe weather procedures.

2.6.2.1 - Security

- Park in authorized locations only. Aircraft are returned to the same spot from where they were taken, if possible. Helicopters must be returned to cement parking pads when available.
- Controls centered and locked/secured.
- Windows and doors locked.
- Batteries disconnected (helicopter only).
- Tie downs and covers in place.
- Ground wires connected.
- Wheel chocks (for wheeled helicopters) will be used whether parked temporarily or following termination.
- Direction of parked aircraft should normally be southerly for helicopters, and to the west for fixed wing.
- See Annex II to Appendix R.

2.6.3 - LOCAL FLYING RULES

2.6.3.1 - Local VFR Traffic

Arrival and departure routes and traffic patterns are IAW AFRC Reg 95-1. They are graphically displayed in Operations. Routing and altitudes must be followed as published unless otherwise cleared by ATC.

2.6.3.2 - Terrain Flight Area.

The NOE routes are depicted on a map in the Flight Planning Room. No landing is authorized in this area.

2.6.3.3 - Refueling

Aircraft that cannot be refueled at home base or at another military installation will be refueled by DOD into-plane contract fuel, using the DD Form 1896 Identaplate for jet fuel or the AIR card.

The Standard Form 44 will be used in the vendor is not under contract to accept the AIR card. Tissue copies of from fuel slips must be turned in with the aircraft equipment. Do not allow vendors to imprint credit cards or identaplates on VISA, MASTERCARD, or generic slips. Only the fuel slips of authorized vendors will be used.

2.6.4 - OPERATIONAL AREAS

Mountain Area Landing Sites (MALS). The MALS are used under a Letter of Agreement with the property owners. These sites are depicted in the Flight Planning Room.

2.6.4.1 - Maintenance Test Flight Area.

See Chapter 3, Maintenance SOP. The Maintenance test flight areas are depicted in AFRC Reg 95-1. No other test flight areas are authorized.

2.6.5 - AIRFIELDS IN LOCAL FLYING AREA FOR INDIVIDUAL TRAINING

Aviators may use all military and joint use airfields in the local flying area to accomplish individual aviator training. Crewmembers must check NOTAMs and reading file to ensure they comply with any special procedures or restrictions.

2.6.6 - NOISE ABATEMENT PROCEUDRES

See Appendix U

2.7 - DUTY STATUS -

2.7.1 - AFTP -

Aircrew must sign in with the Operations staff to open & close their AFTPs. All AFTPs are 4 hour blocks and require the crewmember to be in proper uniform. Simulator and flight AFTPs require 1.5 hours of cockpit time.

2.7.2 - ADSW/AGR –

Personnel flying in an ADSW or AGR status require the same procedures as technicians. However, their ADSW/AGR status must be verified by appropriate paperwork or telephone conversation prior to equipment issue.

2.7.3 - SAD –

Personnel flying in a SAD status must provide a “SAD Payroll Sheet.”

2.7.4 - SUTA/IDT/AT –

Personnel flying in these statuses must verify their status with appropriate paperwork.

2.7.5 - MANIFESTS:

If a passenger manifest is required, it is attached to the flight plan.

2.8 - RECORDS

2.8.1 - ATM RECORDS

- ATM records for aviators are filed in Operations. Each crewmember is responsible for the proper maintenance of their ATM record. Operations personnel assist in the upkeep of these records and inspect each record regularly.
- Aviator ATM records are available for review by IPs who are scheduled to fly with the aviator and for aircrew members during Facility hours.

2.8.2 - MAINTENANCE OF FLIGHT PAPERWORK:

All flightplan briefing forms, manifests, and other forms pertinent to the administration of the flight are stapled together. The entire packet of forms is kept on the counter in Operations until the end of the duty day. The packets are then filed appropriately.

2.8.3 - FINAL DISPOSITION OF FLIGHT PAPERWORK:

- The PC must sign the Post-Mission Brief prior to final completion of the AFTP cards or other actions.
- Receive and sign off the return of keys, fuel vouchers, and equipment. Ensure all issued items are accounted for and are returned in good condition.

2.9 - SECURITY PROCEDURES

Security procedures are IAW AFRC Reg 190-13. The Airfield is enclosed by an eight-foot fence and has ramp lighting along with video cameras. There are armed security guards present twenty-four hours a day. Operations personnel will ensure that all interior and exterior doors in the Operations Buildings are locked prior to their departure. See Maintenance SOP for the security procedures for the Hangars and other Maintenance building